

広報番号： Announcement No.	FEC-PRY2-007-09
募集締切日： Closing Date	28 May 09 1 st Cut-off: 16 Apr 09 2 nd Cut-off: 7 May 09
発行日： Date of Issue	27 Mar 09

募集人数	No. of Recruitment
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1 名

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

See attached list.

- a. One year of specialized technical or administrative work experience at 1-6 level in the related work. If applicant does not have such specialized work experience, possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
- b. Must be a college or university graduate with specialized education in civil engineering field **OR** possess an official engineering license in a related field.
- c. Knowledge of professional engineering concepts, principles, methods and practices in the civil engineering field to design and plan new construction and repair projects.
- d. Skill in operating Computer Aided Design (CAD) and associated databases such as Microsoft Access or Oracle.
- e. Ability to analyze project scope to determine manpower, materials, and equipment necessary to complete the projects and recommend/discuss improvements and changes with other project engineers.
- f. Ability to perform civil engineering design work for space configuration and exterior renovation and new design projects.
- g. Ability to speak, read and write Japanese at exceptional proficiency level.
- h. Ability to speak, read and write English at exceptional proficiency level (LAD-4).

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, possession of master's degree in a related field may qualify him/her at 1-6 level.

Note: Qualification stated in b. for 1-7 level is also required at 1-6 level.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☒ 特段の能力
Exceptional

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し(土木)又は関連分野における公的な免許状の写し Copy of certificate of educational background in civil engineering field, OR official engineering license in a related field.</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>		
<p>9. 応募書類提出先 Office to Submit</p> <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)</p> <p>2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.</p>		
<p>10. 事務処理欄 For Official Use</p>		
募集部隊担当者 Activity POC : MS2.3		軍電 (DSN) 243-6198/7275
PD No.: FEC-PRY211-015	PD is accurate and current. Certified by Activity: ao	HRO: (rcvd: 3/25) jt 3/25

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

ENGINEER (CIVIL) (PRX211/MLC 1-7)

This position is located in the Public Works Department, Field Engineering and Acquisition Division (FEAD). The Facilities Engineering and Acquisition Division provides design, contractual procurement and administrative services for U.S. Navy, Marine, and other government appropriated and non-appropriated fund activities. The design and contracts involve construction, repair, maintenance encompassing all engineering disciplines, including safety and environmental requirements. The incumbent coordinates many facets of work with other Engineers and Engineering Technicians responsible for related engineering disciplines to arrive at mutually satisfactory approaches and solutions to technical engineering problems, and independently selects, interprets and applies standard guidelines, while modifying, adapting, and making compromises to meet the requirements of each assigned project. Additionally, the incumbent exercises self-judgment in applying good engineering principles in the design of new construction and repair projects. Reports directly to the Supervisory General Engineer.

A. ENGINEERING DESIGN

70%

1. Performs civil engineering design work for medium-sized and non-conventional engineering projects.
2. Performs civil engineering design work for small-sized and conventional engineering projects containing complex features in isolated single units.
3. Coordinates the technical design of engineering projects with professional engineers and engineer technicians of other engineering disciplines as required by the size and scope of each project.
4. Conducts engineering studies and investigations.
5. Completes advance planning and prepares schematic and working drawings for new construction, alteration, and major maintenance of facilities, systems, and equipment for formal construction contract award in the FEAD's area of responsibility and other areas throughout Japan.
6. Prepares contract specifications. Ensure that the contract requirements conform to U.S. Codes and Japanese laws, including safety, security and environmental.
7. Develops detailed Independent Government Estimates for designed projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project. Information is critical for the evaluation of contractor bids.
8. Reviews and analyzes contractor's proposed prices and provide evaluation result to the Contracting Officer for acceptability.
9. Review contractor submittals for proposed materials to be used and shop drawings, and provides the Contracting Officer recommendations and comments for approval/disapproval.
10. Leads and assists professional engineers and engineer technicians to prepare instructions, guidelines and technical criteria for their use in developing design, drawing, specification and cost estimate.
11. Performs on-site inspection and survey, and provides technical advice/recommendation to resolve problems encountered under construction based on sound engineering judgment.
12. Performs traffic engineering, slope protection and landscaping design projects.

B. TECHNICAL REVIEW

20%

1. Serves as a member of Technical Evaluation Boards that establishes technical selection criteria. Upon receipt of contractor proposals, evaluates the proposal against the established criteria to determine which contractor is best qualified to perform the desired work.
2. Reviews designs and drawings for medium-sized and non-conventional projects, which have been prepared by Design-Build contractors for technical accuracy and conformance with U.S. Codes, Japanese Law, and NAVFAC Instructions and Directives.
3. Prepares review findings and provides recommendations for corrective action or alternate solutions to technical engineering problems.

C. OTHER ASSIGNED DUTIES

10%

1. Project management data maintenance using NAVFAC e-Applications.
2. Performs other related or incidental duties as assigned.